

	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 0350	VERSION 1.0
		EFFECTIVE DATE August 8, 2011	
	AUTHORIZED BY: /s/ Rear Admiral Jonathan W. Bailey, NOAA <hr/> RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE August 8, 2014	
		RESPONSIBLE POSITION Chief, NOAA Diving Safety Program	

DIVING UNIT SAFETY ASSESSMENT PROGRAM

1. PURPOSE

- 1.1 This document provides the Office of Marine and Aviation Operations (OMAO) policy for the administration of the OMAO Diving Unit Safety Assessment (DUSA) Program.

2. SCOPE

- 2.1 This policy applies to all National Oceanic and Atmospheric Administration (NOAA) Line and Staff Offices (LO/SO) that conduct diving activities. The DUSA is a comprehensive inspection program designed to assess the operational readiness of NOAA diving units and determine adherence to NOAA Diving Program safety standards, policies, and procedures.

3. POLICY

- 3.1 The DUSA Program is designed to assess the safety and operational readiness of NOAA diving units. The major areas evaluated during assessments include: administration, training, diving equipment, air compressor system(s) and gas stowage, support equipment, diving operations, and rescue procedures. These assessments are conducted by a DUSA Team consisting of the NOAA Diving Safety Officer (NDSO) and/or NOAA Diving Center (NDC) representatives.
- 3.2 It is the intention of the DUSA Program to inspect each dive unit every 36 months; however, the interval between inspections shall in no case exceed 48 months. The date of the DUSA shall be selected by mutual agreement of the NDSO, NDC Manager, and the respective unit's Unit Diving Supervisor (UDS).
- 3.3 All units, including those receiving an inspection as part of the DUSA Program, shall continue to complete and submit a self-administered annual diving locker checklist to their UDS.
- 3.4 The DUSA shall be performed in accordance with standards and procedures outlined in the "NOAA Diving Unit Safety Assessment Program Standards and Procedures" manual.
- 3.5 DUSA will consist of the following elements: Letter of Notification, Inspection, Findings Report, Corrective Action Plan (CAP) via Web-Host Assessment Manager (WHAM), tracking of CAP progress, Letter of Suspension (when required), and final Letter of Authorization.

4. GUIDANCE

- 4.1 Associated DUSA procedures is provided in the "NOAA Diving Unit Safety Assessment Program Standards and Procedures" manual.

5. RESPONSIBILITIES

5.1 NOAA Diving Safety Officer

- 5.1.1 Administers the DUSA Program and is appointed by the OMAO Director.
- 5.1.2 Works in conjunction with the NDC Manager to assign DUSA Inspector(s) (DI) to DUSA projects.
- 5.1.3 Ensures DUSAs are scheduled for all diving units with no less than 30 days advance notice.
- 5.1.4 Submits DUSA findings to Line Office Diving Officers and Staff Office Diving Officer (LODO/SODO) within ten (10) business days of receipt of DI findings report via WHAM.
- 5.1.5 Monitors the CAPs for all Risk Assessment Codes (RAC) 1 evaluations.
- 5.1.6 Schedules, as deemed necessary, the re-inspection of any units rated as RAC 1 or 'Incomplete.'
- 5.1.7 Issues letters applicable to DUSA (e.g., Notifications, DUSA Completion, Suspension, DUSA Authorization) and provides to UDSs and LODO/SODO.
- 5.1.8 Monitors and informs NDC Manager of completion Corrective Actions (CAs) for 'suspended' units.
- 5.1.9 Suspends diving operations deemed unsafe.
- 5.1.10 Monitors and maintains WHAM.

5.2 DUSA Inspector

- 5.2.1 Conducts DUSA inspections and briefs the Unit Inspection Supervisor (UIS) and NDSO on findings and is appointed by the NDSO.
- 5.2.2 Coordinates scheduled DUSA with the UDS and UIS to clarify logistics for unit-specific DUSA.
- 5.2.3 Conducts a pre-inspection briefing with the UIS, ensuring the scope and purpose of the DUSA is clearly defined.
- 5.2.4 Conducts exit briefing to discuss findings and diving operations limitations (if applicable) with the UIS, the Commands (for ships), Laboratory Director (for land-based units), and UDS.
- 5.2.5 Terminates a DUSA if:
 - A. Conditions exist which unnecessarily endanger the lives or safety of personnel conducting operations during the DUSA;
 - B. Operational status of dive systems or staffing is degraded to the point that conducting the DUSA would provide a limited or inconclusive evaluation of the unit's ability to conduct diving operations; or
 - C. Unit is unprepared to conduct a useful DUSA due to a lack of prior planning (e.g., personnel or equipment readiness).
- 5.2.6 Immediately notifies the onsite supervisor, command (ships), and NDSO in the event the DUSA is terminated or if delay occurs due to unit not being prepared for DUSA.
- 5.2.7 Ensures each deficiency is clearly documented and the requirements or specifications for each deficiency are cited and fully justified.
- 5.2.8 Records all findings and submits findings report to NDSO within seven (7) business days of completion of DUSA.

5.3 Line Office Diving Officer/Staff Office Diving Officer

- 5.3.1 Ensures full cooperation of and participation from all UDSs/units/divers with DUSA program within their area of responsibility.
- 5.3.2 Reviews DUSA report of findings and provides comments if disputed and finalized via discussion between LODO/SODO. All comments shall be submitted in writing to the NDSO via the WHAM within ten (10) business days of receipt of report with references to regulations substantiating discrepancies. If no comments are submitted within the required timeline, the report will be considered final.
- 5.3.3 Has final approval of CAP submitted by UDS to address unit deficiencies.
- 5.3.4 Tracks CAs on WHAM and notifies NDSO in writing once all CAs are completed for a particular unit.
- 5.3.5 Notifies the NDSO in writing when circumstances arise that affect the ability to meet reporting timelines (e.g., travel, time at sea, annual/sick leave) and provides proposed completion date.
- 5.3.6 Maintains authority and issues resolution responsibility for all CAs related to DUSA.

5.4 Unit Diving Supervisor

- 5.4.1 Ensures full cooperation and participation with DUSA program from all divers within their unit(s).
- 5.4.2 Forwards notice of scheduled DUSA to the appropriate unit(s) no less than twenty-five (25) days prior to commencement of the DUSA if not co-located at the unit being inspected.
- 5.4.3 Assigns a UIS to coordinate all phases of DUSA with NDSO and/or DI (e.g., schedule personnel, equipment, dive operations, and be onsite to accompany DI during assessment).
- 5.4.4 Prepares CAP within fifteen (15) business days of receipt of the DUSA report to address assessment findings and submits to their LODO/SODO for approval.
- 5.4.5 Notifies the LODO/SODO in writing when circumstances arise that affect the ability to meet reporting timelines (e.g., travel, time at sea, annual/sick leave) and provides proposed completion date.
- 5.4.6 Performs the CA(s) within their area of assigned responsibility or assigns this responsibility to unit divers.
- 5.4.7 Monitors and coordinates resolution of CA(s).
- 5.4.8 Ensures CA(s) status is updated in WHAM.
- 5.4.9 Notifies LODO/SODO of status and completion of all CAs.
- 5.4.10 Notifies LODO/SODO if more time is needed to comply with the prescribed timeline to resolve CAs.

5.5 Unit Inspection Supervisor

- 5.5.1 Ensures full cooperation and participation with DUSA program from all divers within their area of responsibility.
- 5.5.2 Forwards notice of impending DUSA to the appropriate divers and support personnel no less than twenty (20) days prior to the DUSA commencement.
- 5.5.3 Coordinates all phases of DUSA with UDS and DI (e.g., schedule, personnel, equipment, coordinate dive operations, and accompany DI during assessment).
- 5.5.4 Ensures all requirements of DUSA are readily accessible and/or ready for inspection in a timely manner (e.g., inspection and dive operations schedule, equipment laid out, records available, personnel onsite and available).
- 5.5.5 Coordinates resolution of all CAs listed in the CAP with UDS.
- 5.5.6 Notifies UDS upon completion of all CAs.
- 5.5.7 Notifies respective UDS when more time is needed to comply with the prescribed CAP.

6. DEFINITIONS

NOAA Diving Safety Officer	DUSA Program Chief Administrator
Line Office Diving Officer/ Staff Office Diving Officers	Individuals appointed to oversee and direct diving activities within specific NOAA LO/SO and serving as voting members on the NOAA Diving Control and Safety Board
NOAA Unit Diving Supervisors	NOAA divers appointed by a NOAA LODO/SODO to oversee, direct, and approve diving activities conducted within their respective unit and to administer to the needs of assigned divers.
Unit Inspection Supervisor	Onsite unit representative during DUSA, e.g., Diving Officer (ships), Divemaster, or Lead Diver.
DUSA Inspector	Represents DUSA Program during assessment.
DUSA Team	Individual(s) assigned to conduct DUSA.
Assessment Manager	Assessment data collection tool used by DI.
Web-Host Assessment Manager	Web-based DUSA tracking system.

Corrective Action Plan

Corrective actions submitted by UDS to address deficiencies noted in DUSA.

7. REFERENCES

NOAA Administrative Order (NAO) 209-123, NOAA Diving Program

http://www.corporateservices.noaa.gov/~ames/NAOs/Chap_209/naos_209_123.html

NOAA Scientific Diving Standards and Safety Manual, Section 1.1

http://www.ndc.noaa.gov/pdfs/NOAA_Scientific_Dive_Manual.pdf

NOAA Working Diving Standards and Safety Manual, Section 5

http://www.ndc.noaa.gov/pdfs/NOAA_Working_Dive_Manual.pdf

Code of Federal Regulations (29 CFR § 1910.401(a)(2)(iv))

<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=29&PART=1910&SUBPART=T&TYPE=PDF>

NOAA Diving Program Unit Diving Inspection Checklist

https://inside.oma.noaa.gov/dive/uds_corner/forms_and_planning/annual_forms/NDP_Unit_Inspection_Checklist_rev.pdf

Diving Unit Safety Assessment Operational Standards and Procedures Handbook

8. AUTHORITY

OMAO Policy 1701 – Category 1700 – Safety

9. NOTES

Effect on Other Documents: None

Distribution: NDC, MOC-A/P, LODO/SODO, NOAA Ships

Document History:

<u>Version</u>	<u>Effective Date</u>	<u>Brief Description of Changes</u>
1.0	8/8/11	Initial Document